

USER GUIDE

Key Telephone Systems

VA-309UK/VA-616UK
VA-824UK/VA-1232UK

Panasonic

Before operating this unit, please read these instructions completely.



HOW TO USE THIS USER GUIDE

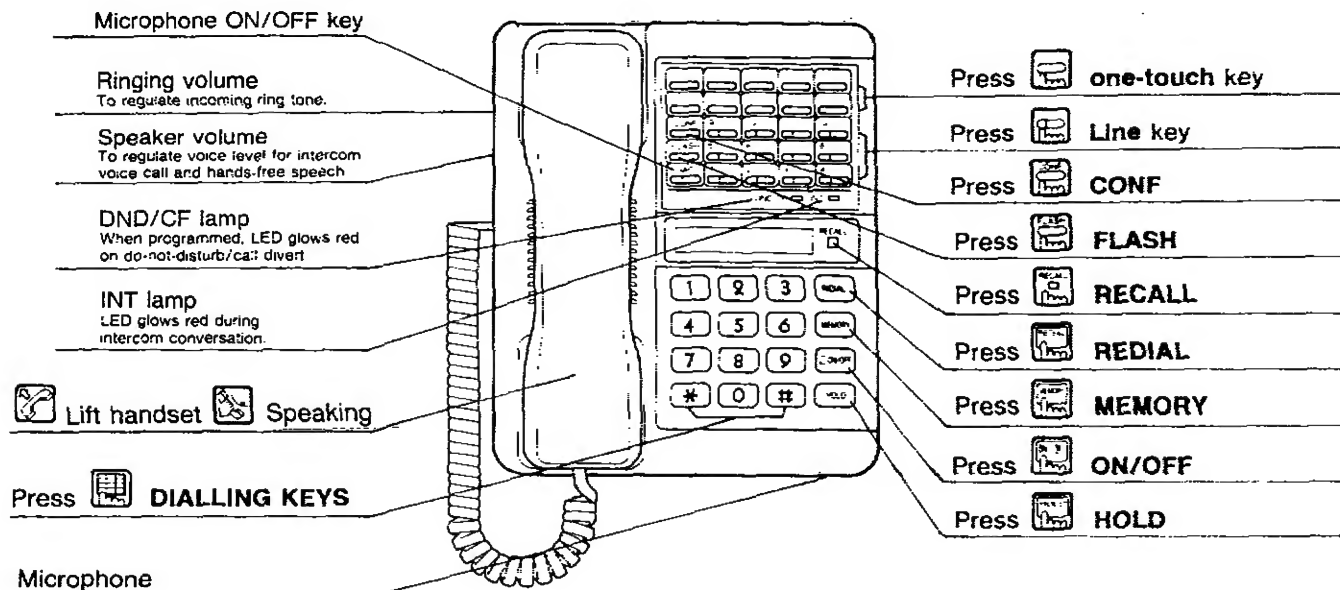
We are very pleased you have chosen the Panasonic Key Telephone System.

The new "A" series is totally flexible offering reliable convenient and cost effective communication to match today's demanding business needs.






































To enable you to benefit from the many advanced sophisticated facilities we have prepared this easy to follow user guide.

If you should however require further information, please refer to the "Master Instructions" supplied with central exchange unit.

APPEARANCE OF A SERIES KEY TELEPHONE
































1. BASIC FACILITIES

Features		Operation	
Making external calls	On-hook	 →  →  →  (Select line) (Phone No.)	
	Off-hook	 →  →  →  (Select line) (Phone No.)	
Making internal calls	Tone call	 →  →  (Extension No.)	
	Voice call	 →  →  →  (Extension No.)	
Answering calls	External & Internal		
Call hold	External	 / To resume the call  (Call is put on hold) (Held line key)	
	Internal	 / To resume the call  (Call is put on hold) (Held line key)	
Call transfer	External	 →  →  →  (Call is put on hold) (Extension No.) (Hang up)	(You may hang up after hearing a ring tone.)
	Internal	 →  →  →  (Call is put on hold) (Extension No.)	
3-party conference (one external, two internal) or (three internal)	Adding external party	 →  →  →  →  (Available line key) (Phone No.) (Tell the third party)	(Adding outside party to internal call)
	Adding internal party	 →  →  →  (Extension No.) (Tell the third party)	(Adding internal party to internal conversation)

Note: When originating a call, the telephone can either use "On hook" or "Off-hook" by following the above procedure.

2. ADDITIONAL EXCHANGE LINE FEATURES

Features		Operation	
Last number redial		 -  (Select line)	
System speed dial (Abbreviated dialling)		 -  -  (Access code)	(Access code: 00 - 89)
Save dial	Making a call	 -  - 	
	Storing number	   (During a call) /  -  -  -  (After terminating a call)	
Direct outside line access		 -  -  (Access code)	(Access code 309: 1 ~ 3 616: 11 ~ 16 824: 11 ~ 18 1232: 11 ~ 22)
Auto outside line access		 - 	(You may seize any available line.)
PBX recall (To hold and transfer calls)			(This facility is used only when the system is connected to switch board system.)
Putting an account code for call logging		 -   -  -  -  -  (Account code) (Select line) (Phone No.)	(Account code Max 10 digits)
Signal conversion to MF tone			(After pressing * key, the signal is converted to MF tone even though the line is set to loop disconnect signal.)

3. ADDITIONAL INTERNAL FEATURES

Features	Operation
Zone paging (through telephone speakers)	- - - (Page code: Zone 1: 01 Zone 2: 02 Zone 3: 03 All zone: 00) (Code)
Answering a page call	- - -
Call pick-up	- -
Calling a doorphone	- - or - (61: doorphone A 62: doorphone B)
Night transfer setting and cancelling	- - - (When programmed INT lamp flashes.)
Do-not-disturb setting and cancelling	- - - (When programmed DND/CF lamp glows.)
Call forward setting and cancel- ling (Available only from your extension eg. 10)	- - - - - - - (When programmed DND/CF lamp glows.) (your extension) (transfer to 33) To cancel from ext 10: - - - - - (DND/CF lamp goes off.) (You can cancel from ext 33 dialling 10 instead of 33)
Follow-me setting and cancelling (Available from any other station eg. 15)	- - - - - - - (When programmed DND/CF lamp glows.) (your extension) (transfer to 15) To cancel from ext 15: - - - - - - - (DND/CF lamp goes off.) (You can cancel from ext 10 dialling 33 instead of 15)
Hands-free answer back	(Leave MIC always "on" or press MIC button when called in voice.) (When MIC is ON, lamp shows red.)

4. EXECUTIVE TELEPHONE FEATURES (VA-12022 only)

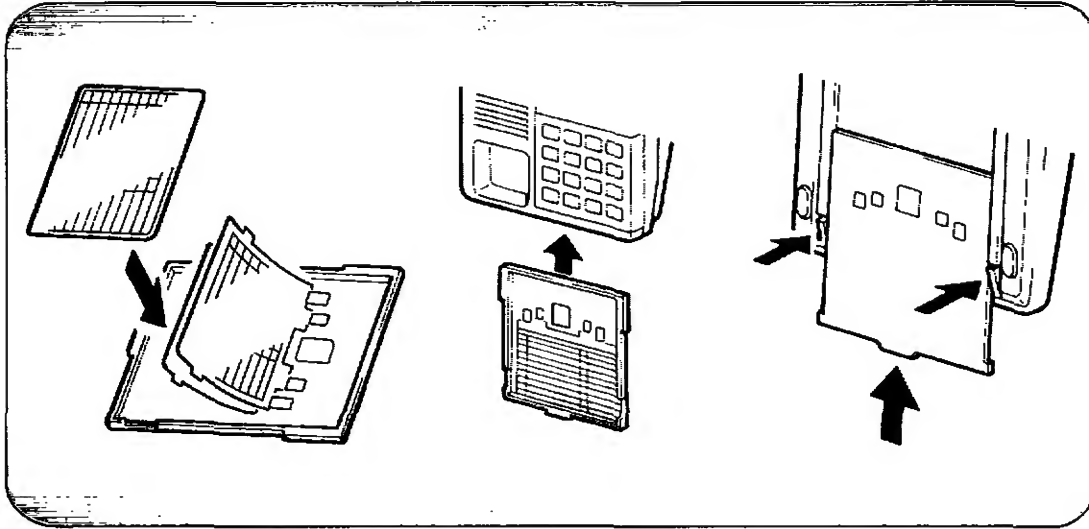
Feature		Operation
Hands-free speech		(Instead of lifting a handset, press "ON/OFF" key and follow each operation. To terminate a call press "ON/OFF" key again.)
Alarm	To set	- - - (Hour 00 ~ 23) (Minute 00 ~ 59)
	To cancel	- -
Time setting (Extension 10 only)		- - - - - (Hour 00 ~ 23) (Minute 00 ~ 59)

5. ADDITIONAL COMMON FEATURES

Feature		Operation
One touch dialling	Storing a code in memory	- - - (One-touch key) (Code or phone No.)
	Making a call from memory	- (Select line) (Stored one-touch key)
Programmable key (unused line key)	Storing a code in memory	- - - - - (Line key) (Phone No. or code) (You may store up to 8 digits.)
	Making a call from memory	- (Line key)
Extension lock	To disable extension	- - -
	To cancel	- - (ID code: 4-digit 0000-9999) (ID code is programmed from ext. 10 only.)

FITTING THE TELEPHONE DIRECTORY

- 1) A directory is supplied with each telephone. Complete the self-adhesive labels as required. The design of the label permits either typed or written details.
- 2) Fix the "Extension directory" to base tray and "Speed dial directory" onto transparent leaves.
- 3) The completed directory tray can now be fitted to the telephone as follows. Slide assembly into the parallel grooves on underside of telephone and push home until held securely.



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